



COUNTY OF SAN DIEGO
DEPARTMENT OF PLANNING AND LAND USE: Zoning
INSTRUCTIONS FOR POSTING OF NOTICES AND
SUPPLEMENTAL PUBLIC NOTICE PROCEDURES FOR
Specific Plans and Amendments, Tentative Maps,
Tentative Parcel Maps, Zone Reclassifications,
Major Use Permits and Modifications and Minor Use Permits

Board of Supervisors Policy I-49 sets forth the policy with regard to special notification requirements for certain applications. Applicants shall use the following guidelines when posting notices of permit applications. Failure to post or comply with the guidelines may delay processing of your project or delay the public hearing.

1. The applicant is responsible for the initial posting of the notices and assuring that the notices stay posted until the eleventh day after final action is taken on the permit application, at which time the applicant shall remove the notices.
2. Notice shall be posted within ten (10) days of payment of the application fees. Applicants shall use DPLU Form No. 319 (Public Notice) which will be provided at the time of application submittal.
3. Notices of permit applications shall be posted on site in a manner set forth by the Director of Planning and Land Use. The notices and posting guidelines will be provided to each applicant by the Department of Planning and Land Use at the time of project submittal.
4. Residents of all apartment buildings and mobilehome parks within 300 feet of the project site. Such notice shall be posting in a conspicuous area approved by the management of the apartment building or mobilehome park. The posted notice shall include information as to the nature and location of the proposed project and a telephone number where interested parties may call for additional information. This notice shall be posted by the applicant within ten (10) days of payment of processing fees. In the event that the posting of the notice is not allowed by the owner or management of any premises, the applicant shall notify the Department of Planning and Land Use within ten (10) days.

This requirement may be waived by the Director of Planning and Land Use if it is determined that there has been an unreasonable delay or other similar circumstance on the part of the park owner, through no fault of the applicant.

5. When the Director of Planning and Land Use determines that broader public notice is needed due to anticipated impacts of the proposed project on traffic, adjacent and uses, demand for public facilities or similar effects, the Director shall provide broader notice as the Director deems appropriate.
6. In all cases, mailed notice shall be provided to all property owners within 300 feet of the project site, or if there are not at least 20 different owners within 300 feet, to the nearest 20 different property owners within one-half mile of the project site. If 20 different property owners cannot be found within one-half mile, the notice area shall be expanded until 20 property owners are available for notification.
7. Whenever an application is filed in an area for which there is a community planning group or sponsor group, notification shall be given to the chairperson for dissemination to members of the group.
8. A certification statement, DPLU Form No. 299, shall be completed and signed by the applicant indicating that the notice(s) will be posted. The certification shall list by Assessor Parcel Number all properties which are required to be posted. If posting cannot be accomplished for any listed property, the applicant shall notify the project manager within ten (10) days.